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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3335.1H**

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## Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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## Chapter 14. Employee Evaluation

14.1 The IDP shall clearly state the method of evaluation to be used and at what intervals the trainee is to be evaluated on his/her progress towards meeting the training objectives.

14.2 Each evaluation shall be discussed with the employee and reviewed by the Upward Mobility Program Coordinator.

14.3 If at any time during the training program the employee fails to meet the requirements, or wishes to voluntarily withdraw from the program, he/she shall be reassigned to the position held immediately prior to entry into the program or one of like grade of which he/she meets the minimum qualification requirements.

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